

Council Business Meeting

September 1, 2020

Agenda Item	Adoption of the 2020 Ashland Municipal Airport Master Plan and Layout Plan	
From	Scott Fleury PE	Interim Director of Public Works
Contact	scott.fleury@ashland.or.us ; (541) 552-2412	

SUMMARY

Before the Council is a request to adopt the 2020 Airport Master Plan and Airport Layout Plan (ALP) as the current long-term planning document for the Ashland Municipal Airport. The Airport Master Plan and associated ALP drawing set were developed by Century West Engineering with the assistance and oversight provided by City staff and the Airport Commission.

POLICIES, PLANS & GOALS SUPPORTED

Council Goals:

Prioritize the “Value Services”:

- Emergency Preparedness
- Multi-Modal Transportation

Transportation System Plan:

- Create a system-wide balance for serving and facilitating pedestrian, bicycle, rail, **air**, transit, and
- vehicular traffic in terms of mobility and access within and through the City of Ashland.

Department Goals:

- Maintain existing infrastructure to meet regulatory requirements and minimize life-cycle costs
- Deliver timely life cycle capital improvement projects
- Maintain and improve infrastructure that enhances the economic vitality of the community
- Evaluate all city infrastructure regarding planning management and financial resources

PREVIOUS COUNCIL ACTION

The City Council previously accepted a Federal Aviation Administration (FAA) grant, Oregon Department of Aviation (ODA) grant and awarded a professional services contract to Century West Engineering at the September 5, 2017 Business Meeting for development of an Airport Master Plan ([Staff Report](#)).

BACKGROUND AND ADDITIONAL INFORMATION

The City of Ashland Municipal Airport is a general aviation airport managed by the Public Works Department in coordination with the Airport Commission and an onsite Fixed Base Operator (FBO). The FBO handles all day to day operations, rental/lease collections, fuel sales and onsite safety. Public Works manages the airport fund, staffs the Airport Commission and handles all capital and maintenance projects for the facility.

The purpose of the Ashland Municipal Airport Master Plan is to define the current, short-term, and long-term needs of the airport through a comprehensive evaluation of facilities, existing facilities, site conditions, and current FAA airport planning and design standards. The study addressed elements of local planning (land use, transportation, environmental, economic development, etc.) that had the potential to affect the planning, development, and operations of the airport. This project updated the 2004 Airport Master Plan & Layout Plan.

Project Summary:

The airport master planning process requires a sequential, systematic approach, which leads to the selection of a preferred airport development option. The preferred development option is then integrated into the ALP and Airport Capital Improvement Program (ACIP). To meet this goal, the airport master plan:

- Provided an updated assessment of existing facilities and activity;
- Forecasted airport activity measures (design aircraft, based aircraft, aircraft operations, etc.) for the current 20-year planning period;
- Examined previous planning recommendations (2005 Airport Layout Plan) based on ability to meet current FAA airport design standards and policies;
- Determined current and future facility requirements for both demand-driven development and conformance with FAA design standards;
- Evaluated airside and landside facility improvement options in the form of development alternatives;
- Provided consistency between airport planning and land use planning/zoning to promote maximum compatibility between the airport and surrounding areas;
- Prepared an updated Airport Layout Plan (ALP) drawing set to accurately reflect current conditions and master plan facility recommendations; and
- Develop an Airport Capital Improvement Program (ACIP) that prioritizes improvements and estimates project development costs and funding eligibility for the 20-year planning period.

Since the last airport layout plan was completed, the FAA has identified several areas of emphasis for airports that affected airport planning; including land use compatibility in runway protection zones (RPZ) and airfield design standards compliance. The master plan also has defined capital improvements projects (CIP) for the airport within the planning horizon. Capital improvements defined within the master plan are eligible for FAA funding and are subsequently programmed by the FAA on a yearly basis to ensure adequate funding for all airport projects within the Pacific Northwest Region. The FAA funds projects at a 90 percent level with a 10 percent match required by the airport sponsor. The ODA also occasionally provides additional grant funds for approved CIP projects.

The Master Plan project began in October 2017 and took a little over two years to complete and gain acceptance from the FAA. The Airport Commission acted as the Technical Advisory Committee (TAC) for the project and guided the development of critical chapters including the Airport Development Alternatives, which lead to selection of the preferred development alternative and then development of the CIP. The consultant and staff met with the Commission multiple times to review and discuss aviation forecasts, alternative development and selection of a preferred alternative. The consultant and staff also hosted an open house for the project at the Airport to take input from residents and airport users. Planning staff also provided important comments associated with land development rules and requirements within the Airport Overlay Zones.

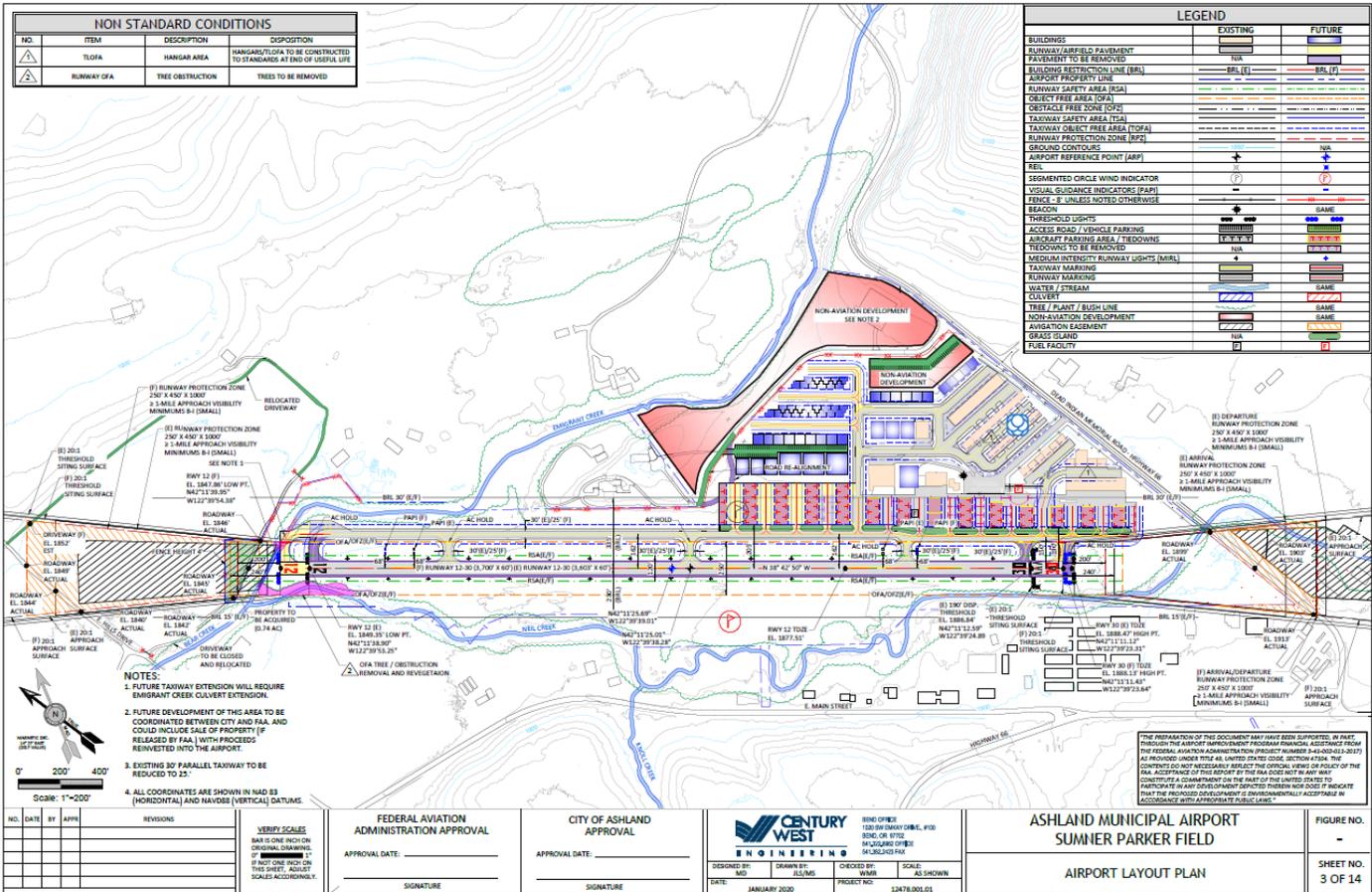
Airport Layout Plan:

In addition to developing an Airport Master Plan, the consultant was tasked with updating the ALP drawing set. The ALP serves as a critical planning tool that depicts both existing facilities, planned development and future facilities for the airport. Any future facility improvements for the Airport are federally obligated to develop the improvement in accordance with an FAA approved ALP.

The ALP is a plan for an airport that shows:

- Boundaries and proposed additions to all areas owned or controlled by the sponsor for airport purposes;
- The location and nature of existing and proposed airport facilities and structures; and
- The location on the airport of existing and proposed non-aviation areas and improvements thereon.

Figure 1: Ashland Municipal Airport-2020 ALP



Minor differences from the 2004 ALP to the 2020 ALP included updating the ALP to comply with current FAA safety rules and regulations, reducing the total number of tie-down parking spaces, defining portions of airport property as non-aviation related use, identifying the location of a future perimeter fence and future relocation area for the fuel island.

Airport Commission:

The Airport Commission motioned at the August 4, 2020 regular meeting for the Council to adopt the 2020 Airport Master Plan. Spera Motioned; “I recommend Council adopt the Airport Master Plan as written”, second by Herdklotz, all approved.

FISCAL IMPACTS

The total project cost was \$341,813.90 and with \$305,347.48 coming from an FAA grant, \$20,650.75 coming from an Oregon Department of Aviation grant and the remainder of \$15,815.67 coming from the airport fund. Additional costs included soft costs associated with staff managing the project. The volunteer staffed Airport Commission was also a contributor for project development during regular meeting times. The FAA and ODA grants have been closed out and the project accepted by the FAA.

STAFF RECOMMENDATION

Staff and the Airport Commission recommend adoption of the 2020 Airport Master Plan and Layout Plan as the current planning document for the Ashland Municipal Airport.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to adopt the 2020 Airport Master Plan as the current planning document for the Ashland Municipal Airport.

REFERENCES & ATTACHMENTS

[2020 Airport Master Plan](#)

Attachment 1: FAA Acceptance Letter

Attachment 2: FAA Grant Closeout Letter



U.S. Department
of Transportation
Federal Aviation
Administration

Northwest Mountain Region
Seattle Airports District Office
2200 S. 216th Street
Des Moines, WA 98198

February 19, 2020

Ms. Paula Brown
City of Ashland
20 E. Main Street
Ashland, OR 97520

Dear Ms. Brown:

The Ashland Municipal – Sumner Parker Field Airport Layout Plan (ALP), prepared by Century West, and bearing your signature, is approved, and the master plan is accepted. A signed copy of the approved ALP is enclosed.

An aeronautical study (no. 2019-ANM-2956-NRA) was conducted on the proposed development. This determination does not constitute FAA approval or disapproval of the physical development involved in the proposal. It is a determination with respect to the safe and efficient use of navigable airspace by aircraft and with respect to the safety of persons and property on the ground.

In making this determination, the FAA has considered matters such as the effects the proposal would have on existing or planned traffic patterns of neighboring airports, the effects it would have on the existing airspace structure and projected programs of the FAA, the effects it would have on the safety of persons and property on the ground, and the effects that existing or proposed manmade objects (on file with the FAA), and known natural objects within the affected area would have on the airport proposal.

The FAA has only limited means to prevent the construction of structures near an airport. The airport sponsor has the primary responsibility to protect the airport environs through such means as local zoning ordinances, property acquisition, aviation easements, letters of agreement or other means.

This ALP approval is conditioned on acknowledgement that any development on airport property requiring Federal environmental approval must receive such written approval from FAA prior to commencement of the subject development. This ALP approval is also conditioned on acceptance of the plan under local land use laws. We encourage appropriate agencies to adopt land use and height restrictive zoning based on the plan.

Approval of the plan does not indicate that the United States will participate in the cost of any development proposed. AIP funding requires evidence of eligibility and justification at the time a funding request is ripe for consideration. When construction of any proposed structure or development indicated on the plan is undertaken, such construction requires normal 45-day



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of Transportation
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Northwest Mountain Region
Colorado · Idaho · Montana · Oregon · Utah
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Seattle Airports District Office
2200 South 216th St.
Des Moines, WA 98198

August 10, 2020

Mr. Scott Fleury
Deputy Public Works Director
City of Ashland
20 East main St.
Ashland, OR 97520

Grant Closeout Letter
AIP: 3-41-0002-011-2017
Contract Number: DOT-FA17NM-0049
Airport: Ashland Municipal Airport
Location: Ashland, Oregon
Sponsor: City of Ashland, Oregon
Grant Closeout Date: August 7, 2020
Grant Review Case Number: DOT-FA20NM-0064
Final grant amount: \$305,347.48

Dear Mr. Fleury:

This notice of grant closeout is based on the following conditions having been met: (1) all work included in the project description has been satisfactorily completed, (2) there are no outstanding grant special conditions, (3) all project costs reimbursed by FAA under this grant have been determined to be reasonable, eligible and allowable, and (4) the sponsor has complied with all terms and conditions of the grant agreement.

Final payment has been made and all administrative requirements are satisfied. A final cost review of the grant has been completed and the final costs were determined to be reasonable and justified. There are no differences in the amount of funds requested by the sponsor and the amounts paid out. If an audit reveals any issues, this grant will be re-opened until the outstanding issues have been resolved.

Please be advised that in accordance with 2 CFR 200.333, you are required to retain all supporting project documentation for a minimum period of three years from the date of the final request for reimbursement. Because most grant obligations extend beyond three years, we strongly encourage you to retain grant documentation for the life of the grant obligations.

Sincerely,

Mandi Lesauis
Program Specialist
Seattle ADO